

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA REQUEST**

TO: Board of County Commissioners
FROM: Mark McCauley, Interim County Administrator
Sarah Melancon, Human Resources Manager
DATE: January 18, 2022
SUBJECT: County Administrator Recruiting

STATEMENT OF ISSUE:

County Commissioner approval is requested to approve Prothman to initiate the recruiting process for County Administrator.

ANALYSIS:

The recruiting process for a replacement County Administrator began in 2021. The County was unable to hire a County Administrator at that time and determined to initiate a new recruiting cycle in 2022.

In the intervening time between recruitment cycles:

1. A new salary range was established, based on comparable counties and congruent with increases to exempt staff salaries. The new range is \$135,000 - \$160,000.
2. The County Administrator job description was updated to include a requirement for advancing diversity and equity in County operations, programs, services and workforce.
3. The advertising process will be expanded to include organizations, professional associations, etc., that represent a diverse pool of applicants.

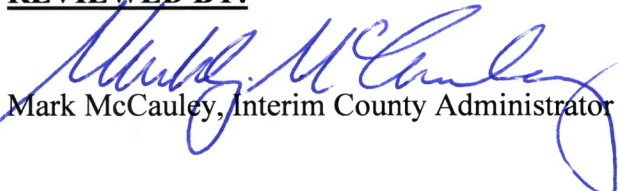
FISCAL IMPACT:

The County has already contracted with Prothman to provide recruiting services. There may be an additional cost of approximately \$1,200 to expand advertising to a diverse pool of applicants.

RECOMMENDATION:

Approve Prothman to initiate the recruiting process for County Administrator.

REVIEWED BY:


Mark McCauley, Interim County Administrator


Date